

## WEMTA Association Manager Position Description

### **Contract for WEMTA Association Manager**

The WEMTA Association Manager serves as the primary staff for all WEMTA activities and provides direct support to the Board of Directors, the Executive Committee and other WEMTA committees. Major responsibilities include the maintenance of the membership database, the publication of the directory, the publication of the *Dispatch*, the posting of current information on the web site, support for the annual conference, and handling of Association communications. In addition the Association Manager provides mailings, meeting scheduling and other clerical support for WEMTA activities.

The general responsibilities of the Association Manager are to:

- Provides support to the Communication Committee in maintenance of the web site.
- Prepare and mail, fax, or e-mail general correspondence in a timely manner as defined by the association's policies and procedures with copies sent to the appropriate board member(s) or committee chair(s).
- Open mail, faxes, and e-mail, and distribute to appropriate individual.
- Maintain an accurate database of members with current demographic data.
- Provide membership labels, lists, downloads and reports as necessary.
- Maintain bulk mailing permit.
- File and store archive materials.
- Coordinate mailings and organization of materials for WEMTA committees.
- Schedule meetings of WEMTA committees and task forces as requested by chairs.

For Board of Directors Meetings the responsibilities are to:

- Prepare and mail, post, fax, or e-mail notices and agendas for Board meetings (four per year). Arrange site(s) for Board meetings, including meeting rooms, lodging and meals as needed.
- Attend Board of Directors meetings as requested.
- Provide necessary communication with other professional organizations.
- Coordinate annual report dissemination.
- Provide mailing lists to other organizations as specified by the President according to Board policy.

Duties specific to Membership Services:

- Maintain membership databases.
- Maintain membership e-mail and legislative district information.
- Process membership applications and coordinate dual memberships.

- Prepare and send membership recruitment packages to prospective members at the direction of the membership committee chair and public relations chair.
- Provide periodic membership reports as required by the Board of Directors.

#### Duties specific to Conference Management:

- Prepare and mail conference announcements and brochures.
- Maintain database of potential exhibitors.
- Prepare materials for conference attendees (name badges, registration materials, schedules, flyers, etc.) as requested.
- Maintain conference registration database, with periodic reports to the Conference Committee.
- Assist Program Committee with correspondence and contracts (with appropriate information) to speakers and contributors.
- Serve as conference treasurer receiving all payments, paying all invoices and submitting monthly reports to Treasurer on status of conference budget.
- Assist with onsite conference registration.
- Assist with credit card sales at the WEMTA booth.
- Submit to the Board of Directors a financial statement of conference activities within 60 days of event completion.
- Prepare and distribute the conference planning manual as requested.

#### Duties specific to Public Relations:

- Prepare and distribute news releases and media kits upon request.
- Facilitate the preparation and delivery of public service announcements, brochures and other publicity materials.
- Maintain an inventory, process orders, mail, and collect payment for WEMTA promotional materials.
- Coordinate arrangements with vendors who sell WEMTA promotional materials on their sites.

#### Duties specific to Financial Services:

- Maintain conference checking account and appropriate financial records.
- Bill and collect membership dues and conference fees.
- Prepare bank deposits and transfers to Association treasurer within one week of receipt of funds.
- Process credit card payments and prepare deposits.
- Perform statement reconciliation and bring discrepancy to attention of treasurer within three working days.
- Assist in preparation of monthly and annual financial statements (to be reviewed by WEMTA treasurer).
- Prepare yearly reports for tax preparation.

Duties specific to Newsletter/Desktop/Web site publishing:

- Prepare newsletter with desktop publishing application to include: edit and input all copy as received from editor; layout pages; prepare proof and send to appropriate persons for review; arrange for distribution.
- Update web site as directed.

Duties specific to Archives management:

- Maintain a file of items significant to the Association.
- Maintain a record of each two-year term of the Board of Directors.